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D.31 ADMINSTAR TRAINING HISTORY INTERFACE FILE PROCESS (NTDBI217)

D.31.1 Operations Overview

This batch process updates the Training History file with precollected CTIs.

This batch process retrieves the precollected CTIs from the interface file, edits the interface data, and updates the Training History file.

The interface data are not deleted and a summary report is generated upon completion.

D.31.2 Operations Owner/User

This information is to be supplied by the receiving Installation.

D.31.3 Execution Schedule

This job is to run on demand.

D.31.4 Data Inputs

ADMINSTAR Training History Interface File - Refer to the following Work File 1 format.

1	Installation	(A5)
2	Fiscal Year	(A4)
3	Course Session Number	(A4)
4	Participant Type	(A1)
5	Course Code	(A8)
6	Course Name	(A50)
7	Course Grouping	(A2)
8	SSN	(A9)
9	Course Session End Date	(N8)
10	Participant Grade	(A1)
11	Books and Materials	(N6.2)
12	Tuition	(N6.2)
13	Other Direct Cost	(N6.2)
14	Direct Cost Code	(A1)
15	Indirect Cost Code	(A1)
16	Indirect Cost	(N6.2)

17	On Duty Hours	(N4)
18	Off Duty Hours	(N3)
19	Source Training Code	(A2)
20	Special Interest Code	(A2)
21	Academic Credit Code	(A1)
22	EDS Code	(A3)
23	Purpose Training Code	(A1)
24	Filler	(A8)
*****	End of List	*****

D.31.5 Initiation Procedures

These procedures comprise a portion of the BJS and are explained in detail in Section 5.0. Refer to section titled "Submit a Process Job." The job number of this process is NTJI217. Upon scheduling this job, the user is prompted to choose one of two options. Option A allows the user to run Edit Reports and Update the Database or Option B which runs Edit Reports only. This job is rerunable without a reload.

D.31.6 Monitoring Procedures

These procedures comprise a portion of the BJS and are explained in detail in Section 5.0.

D.31.7 Special Instructions

None.

D.31.8 Output Validation and Product Checklist

Outputs:

- Updated CTIs to the Training History File
- Hardcopy Report: ADMINSTAR Training History Interface Summary

Refer to the following sample report.

NTDBI217		SUBJECT TO PRIVACY ACT OF 1974 AdminSTAR TRAINING HISTORY INTERFACE REPORT				DATE: 3/14/98 TIME: 12:27:55 PAGE: 1	
RUN TYPE:							
PART	INSTL	FISCAL	CRS	CRS			
SSN	CODE	YR	CODE	SESSION			

317-54-4931	CTI C 6200A	1998	ISO9000E	0001	IDP N	HR&OD C	HR&OD A
	TYPE				REQ	RPT	TRANS
TRN HIST: DUPLICATE HISTORY RECORD FOUND							
TRAINING HISTORY RECORD WAS NOT ADDED DUE TO ABOVE ERRORS							
317-54-4932	CTI C 6200A	1998	ISO9000E	0001	IDP N	HR&OD C	HR&OD A
	TYPE				REQ	RPT	TRANS
TRN HIST: DUPLICATE HISTORY RECORD FOUND							
TRAINING HISTORY RECORD WAS NOT ADDED DUE TO ABOVE ERRORS							

NTDBI217		SUBJECT TO PRIVACY ACT OF 1974 AdminSTAR TRAINING HISTORY INTERFACE REPORT				DATE:3/14/98 TIME:12:27:55 PAGE 2	
RUN TYPE:							
PART	INSTL	FISCAL	CRS	CRS			
SSN	CODE	YR	CODE	SESSION			

SUMMARY OF WORK RECORD PROCESSING							
TOTAL WORK RECORDS READ				:	2		
				WITH ERRORS:	2		
NO TRAINING HISTORY RECORDS CREATED - EDIT ONLY							
END OF REPORT							